

# Composing your HMS CV Narrative

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**PRESENTATION  
SEQUENCE**

**Goal of HMS CV Narrative**

**On Language & Style**

**HMS CV Narrative Sections**

**CFD Resources**

**PRESENTATION  
SEQUENCE**

As I present, if you  
have questions...

...please put them  
in the Chat box.



# What is the purpose of the CV Narrative?



- The narrative puts you in the limelight as the star of a unique story.
- Like any good story, it should cohere thanks to prominent themes and compelling direction.
- It will include elements of your profile that do not fit into the caged CV categories, such as the reasons why your career has followed an unusual direction, work in progress, and plans for the coming years.

# Overall Goal of Narrative



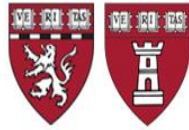
- What drives you?
- How is your field different thanks to your specific contributions?
- How are you filling gaps / advancing the field?

# Big Picture

- What essential pieces make up your self-portrait?
- How do they fit together?



# HMS CV Narrative Directions

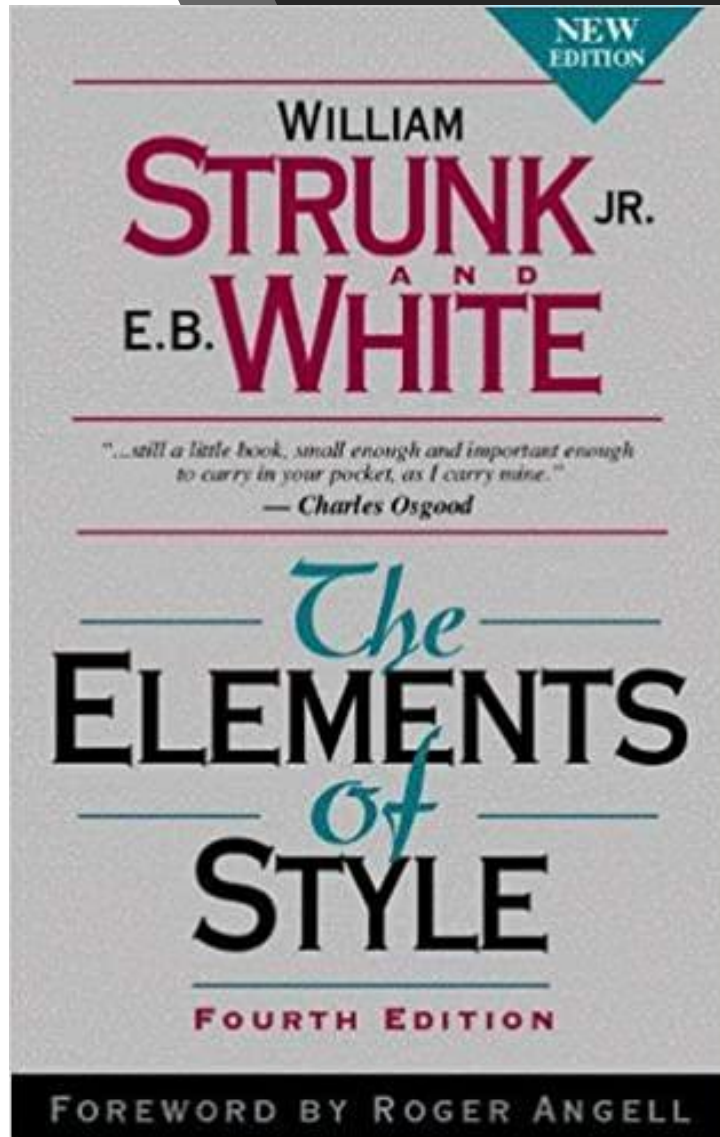


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The narrative should describe your major contributions and achievements and should be clear to those outside your field. Readers should understand your career trajectory and impact. **You need not reiterate your history of training,** but the chronology of your accomplishments should be clear. You should make clear the extent of your reputation and the key achievements for which you are known. If your accomplishments bridge difference arenas (e.g., research and clinical care), **you may wish to clarify any connections that are not readily apparent.** Additionally, **feel free to include any meaningful educational experiences** (e.g., leadership or specialized course training) **that you feel have impacted your career trajectory.**

The narrative should be written in the first person and should be concise. In general, length should be commensurate with rank. Most narratives for Instructor and Assistant Professor candidates should  $\leq 1$  page; no narrative should exceed two pages.





## On Language & Style:

The best and most succinct resource on clear writing is this book—a must for all trainees and faculty in academic medicine.

A brief list of rules to follow:

- use active voice
- avoid adverbs like the plague
- do not hope to accomplish something, aim to
- convey expertise and confidence
- assert your value





## On examples incorporated in this presentation:

- Remember—this is *your* story, that presents the unique aspects of your profile and impact. ***The examples given here are not hard and fast templates.*** Use your own voice and emphasize the elements of your career that matter most to you.

**→ Compose a 1<sup>st</sup> draft with no attention to the CV narrative directions and share with trusted colleagues for feedback.**

# HMS CV Narrative Structure

1

Overview

2

Area of Excellence (AoE)

3

Teaching

4

Conclusion

# CV Narrative

1

## Overview



# Overview: Clinician/Clinician Scientist

## Define who you are in one sentence

*“ I am a clinician/clinician scientist specializing in [discipline/sub-discipline] with specific expertise in [X].”*

## Summarize your time commitments

- *“In my clinical and surgical practice (~#% effort), I care for patients with [condition]. My research (~#% effort) focuses on [X]. I devote (~#% effort) to training residents/fellows/medical students in clinic and the OR.”*
- Include administrative responsibilities if relevant.

# Example of Overview: Clinician/Clinician Scientist

*“I am a clinician-scientist specializing in [particular area of focus]. I provide clinical care in [specialty area] clinics to adult and pediatric patients, participate in early-phase clinical trials on new therapies, conduct my own research, and participate in trainee education.”*

# Overview: Investigator

## Define who you are in 1-2 sentences

*“ I am an investigator specializing in [discipline/sub-discipline]. The primary focus of my research is [X].*

## Summarize your workload

- Briefly articulate import of scholarship.
- Note administrative responsibilities if relevant.
- Note key editorial roles.



# Example of Overview: Investigator

*“I am an investigator in the field of [XX]. The primary focus of my current research is [A]. By utilizing mouse models of [disease of focus], my lab aims to better understand the disease pathophysiology and explore potential interventions. My work in the field has led to many findings on [subset of A]. These studies are presented in ## peer-reviewed articles, which have over ## citations together. I serve as editor of [journal] and reviewer for [#] scientific journals.”*

# Overview: Teaching & Educational Leadership

## Define who you are in 1 sentence

*“I am an academic general internist at MGH.”*

## Summarize your workload

- Briefly define your impact by describing the problem(s) you have identified and solved.
- Briefly present your teaching and educational leadership roles.

# Example of Overview: Teaching & Educational Leadership

*“I am an academic general internist at Massachusetts General Hospital. I served as an Associate Program Director for [X] from 20XX-20XX (# FTE), at which point I was appointed to the role of Director of [X] (# FTE). I spend #FTE as a primary care physician and # FTE [describe any other role]. My academic interests are creating, implementing, and examining the value of [teaching/educational] programs.”*



**CV  
Narrative**

2

**Area of  
Excellence (AoE)**

# Area of Excellence (AoE)

Now describe your AoE more fully, emphasizing your contributions and impact:

- **Clinician educators** may need only one paragraph.
- **Clinician scientists can** include one paragraph on their clinical expertise and a second on their research and how it relates to that expertise.
- **Investigators** may want to focus on one aspect of their research per paragraph.
- **Educational leaders** will focus on teaching roles. Subsequent paragraphs can describe administrative and/or research contributions.

## Area of Excellence

- Avoid providing a detailed history of your trajectory unless it is an unusual one. *Recent and current activity should receive the lion's share of attention.*
- Integrate into this section relevant scholarship as well as awards and honors that highlight your impact and reputation.



# Example of AoE: Clinician/Clinician Scientist

*“##% of my time is spent in clinical patient care. I see ## patients per week and perform around ## surgeries per month, often incorporating the use of advanced technologies. I have become an expert in [A] and receive regional/national referrals. I am involved in clinical research evaluating [X]. This work was presented at the 20XX annual American Society of [Y] meeting and has led to [#] publications in peer-reviewed journals. I have also contributed a book chapter on [X] published in 20XX by [Z].”*



# Example of AoE: Investigator

*“I conduct bench research on [X] to understand the role of [X] in the progression of [Y] by using transgenic animals and electron microscopy. In 20XX, I received an NIH R01 grant to study [subset of X], about which very little was known. We published # original papers and # reviews. This grant was renewed in 20XX. I have also received several grants from research foundations, including [A & B]. I have used these grants to initiate new projects, for example [D]. Our result indicates that [E], and my laboratory published our initial findings in [journal citation].”*

# Example of AoE: Teacher / Educational Leader

*“After completing my clinical training in [discipline], I was selected to become Chief Resident. Appointed HMS Instructor in [discipline], I was responsible as Chief Resident for teaching residents in the operating room and clinic as well as coordinating resident schedules, leading didactic sessions, and mentoring residents. After becoming the Associate Program Director in 20XX, I was promoted to Program Director in 20XX. In this role, I not only directly teach and mentor residents but also strategize with both faculty and trainees on how to maximize this educational experience.”*

# Significant Supporting Activity (SSA)

You may contribute substantially enough to an area outside your area of excellence that it should be designated as an SSA and addressed in a paragraph:

- Clinical Expertise (investigator or educator)
- Investigation (clinician or educator)
- Administration and Institutional Service
- Education of Patients and Service to the Community
- Special Merit in Education (clinician or investigator)



# Significant Supporting Activity (SSA)

You may have one or more than one SSA—or you may not have any.

Any of these options has equal validity.

If you do have one or more SSAs, avoid repetition. Your overview will refer briefly to your SSA(s). In the SSA paragraph(s), you can start with, “In my role as...”

# CV Narrative

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## Teaching

# Teaching

Describe your educational contributions. Include mentoring activities that do not fit in the earlier CV categories—shorter-term relationships in which you nonetheless played a role in furthering the education or career of a mentee. Note teaching or mentoring awards (and nominations for such awards).



**Faculty with the AoE of Teaching and Educational Leadership do not need to include this section.**

# Example of Teaching - Clinician

*“Teaching and mentorship are strong passions of mine. In the clinic and operating room, I am actively involved in the training experience of medical students, residents, and fellows. In 20XX, I was awarded the “Surgical Teacher of the Year” by our residents. I have recently been appointed Associate Residency Director and look forward to developing my role in [discipline] education.”*



# Example of Teaching - Investigator

*“In my laboratory, I train postdoctoral fellows on [A], review experimental approaches, discuss technical problem solving, and offer feedback. I have mentored over XX of these trainees, many of whom have gone on to medical school or academic positions. I mentor junior PIs in my department. As a testament to my dedication to mentoring, I received [award] in 20XX.”*

# CV Narrative

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## Conclusion

# CONCLUSION

State your role and goals,  
avoiding repetition  
as much as possible.

# Example of Conclusion – Early-Career Clinician Scientist

*“Over the coming five years, I plan to expand my [discipline] practice and apply my expertise in [X] to solve major clinical problems in [discipline]. My ultimate goals are to provide excellent clinical care and teaching while bridging the gap between basic science and the treatment of [disease] disorders.”*



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# Example of Conclusion – Mid-Career Clinician

*“I am a clinician scientist focusing on [X]. I devote a significant amount of time to leadership in [discipline] and advancing the field by involvement in primary investigations and clinical trials with drug development. My teaching objectives are to train fellows in [discipline] who become respected clinicians and leaders in [X].”*



# Example of Conclusion – Mid-Career Investigator

*“I am dedicated to the pursuit of impactful and translational research in the field of [discipline] by engaging the joint efforts of scientist and clinician collaborators and continuing to grow the next generation of researchers through inspiring mentoring and education.”*



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# Example of Conclusion – Mid-Career Teacher/Educational Leader

*“Since my appointment as HMS Instructor in 20XX, I have aimed to provide excellent clinical care to patients and to teach students and residents in primary care practice. I have served as teacher and mentor to both trainees and colleagues and a leader within my own practice and department in the area of [particular focus of teaching].”*

# MGH CFD RESOURCES

**For information on promotion process and CV:**

**<https://www.massgeneral.org/faculty-development/promotion-cv/>**

Upload your CV to the Easy CV website. [Request a consultation with Dr. Anne Levy](#) to get advice on your specific questions and on the CV Narrative.

The CFD also highly recommends taking advantage of HMS Office of Faculty Affairs (OFA) one-on-one CV review consultations, which are designed to address both high- and low-level concerns regarding career advancement. In addition to providing specific feedback regarding your CV, the specialist will evaluate your promotion readiness, provide guidance and feedback regarding how to plan and work toward promotion, and offer advice about local faculty development resources. To request a consultation, please complete their [pre-meeting intake form](#).

# QUESTIONS?

Note that this slide deck will be posted on the CFD website—

<https://www.massgeneral.org/faculty-development/promotion-cv/>.

**Thank you  
for  
attending!**

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